



DEPARTMENT OF THE ARMY and AIR FORCE
Joint Forces Headquarters, Kentucky National Guard
Office of the Adjutant General
Boone National Guard Center, 100 Minuteman Parkway
Frankfort, Kentucky 40601-6168

KG-HRO

16 January 2009


MEMORANDUM FOR ALL MILITARY TECHNICIANS, ARMY AND AIR

SUBJECT: Official Time Usage and Procedures

1. As we publish our annual notice informing our bargaining unit employees of their right to representation, I want to encourage all military technicians and management officials to review our official time procedures outlined in our Collective Bargaining Agreements (CBA). Electronic versions of the Army and Air CBA may be found at <http://dma.ky.gov/HR/laborrelation>. All Air Guard technicians should review Article 10 of the ANG 2005 CBA and all Army Guard technicians should review Article 9 of the ARNG 2003 CBA as these are the current agreements on file.
2. Review emphasis should be Sections 2. Documentation and 3. Work Area Procedures. It is imperative each supervisor records any use of official time by an employee on the AGO 12-17 form as well as report the use in the Defense Civilian Pay System (DCPS). The AGO 12-17 form can be found using the same link provided in this memorandum. The AGO 12-17 tracking form should be submitted to HRO every March and September for OPM reporting purposes. Enclosed you will also find an example of how to input official time usage in DCPS.
3. Official time for representational duties is authorized by law and will be granted IAW law, rule and regulation. Employees do not have the authority to place themselves on official time. Official time must be requested through the supervisor and approved by the supervisor prior to usage. Supervisors will normally grant permission to conduct such Employer-Association business unless prevented by real necessity, in which event permission will be granted as soon as possible thereafter.
4. POC for this correspondence is Major Bob Geary, Labor Relations Specialist and can be reached at extension 1332, (502) 607-1332, DSN 667-1332.

FOR THE ADJUTANT GENERAL

Encl


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COL, MP, KY ARNG
Human Resources Officer